



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **PATIENT ACCOUNTING MANAGER** (Provisional\* Appointment)

**SALARY:** \$40,951 - \$52,498 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This managerial position is responsible for the planning, coordination and supervision of the operations of the Public Health Department's clinic billing. General supervision is exercised over the Financial Admissions Coordinator, Credit and Collection Coordinator, and a professional clerical staff. The employee reports directly to, and works under the general supervision of, the Monroe County Controller's Office. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Six (6) years of paid full-time or its part-time equivalent experience in account keeping, bookkeeping or professional level accounting, three (3) years of which must have been in a medical office or clinical setting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Accounting, plus four (4) years of paid full-time or its part-time equivalent experience as defined in (A) above, three (3) years of which must have been in a medical office or clinical setting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or Accounting, plus two (2) years of paid full-time or its part-time equivalent experience as defined in (A) which must have been in a medical office or clinical setting;
- (D) An equivalent combination of education and experience defined by the limits of (A), (B), and (C) above.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** June 17, 2016

**Posting Deadline:** June 30, 2016

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.